

POLICY TITLE: TRAINING DOCUMENTATION AND RECORDS		PAGE <u>1</u> OF <u>2</u>
POLICY NUMBER: 4.4		
CHAPTER 4: TRAINING AND STAFF DEVELOPMENT		
	STATE of MAINE DEPARTMENT OF CORRECTIONS	PROFESSIONAL STANDARDS: See Section VII
	Approved by: <u><i>Martin Magnusson</i></u> Signature of Commissioner	
EFFECTIVE DATE: September 15, 2003	LATEST REVISION: October 25, 2010	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

In order to establish a record of staff training, all training received by any Department of Corrections staff shall be documented and shall become part of each staff member's permanent training file.

IV. CONTENTS

Procedure A: Training and Staff Development Documentation

V. ATTACHMENTS

- Attachment A: Training Roster
- Attachment B: Course Evaluation Form
- Attachment C: Training Record & Course Evaluation form

VI. PROCEDURES

Procedure A: Training and Staff Development Documentation

1. Documentation of a training and staff development program, provided directly or sponsored by the Department, shall be made using the Training Roster (Attachment A) and shall be placed in the training files of all staff satisfactorily completing the program by the Department's Director of Training and Staff Development, Chief Administrative Officer, Regional Correctional Administrator, or their designees.
2. Prior to or directly following any training and staff development program, provided directly or sponsored by the Department, staff shall be provided with a Course Evaluation Form (Attachment B) to be completed and returned to the instructor. Course Evaluation Forms shall be maintained with the Training Roster form for any training provided.
3. Documentation of a training and staff development program not provided directly or sponsored by the Department must be submitted by the staff member taking the program. The staff member must complete the Training Record & Course Evaluation form (Attachment C) and submit proof of the satisfactory completion of the program. The Department's Director of Training and Staff Development, Chief Administrative Officer, Regional Correctional Administrator, or their designees, shall determine whether the program is relevant to the staff member's present position or possible future positions. If so, the documentation shall be placed in the staff member's training file.
4. Staff may review their training file upon request to the staff person responsible for maintaining training files.

VII. PROFESSIONAL STANDARDS

None

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